

2015 Summer Youth Employment Fact/Information Sheet

Who's Eligible?

Youth between the ages of 14–20 years old currently enrolled in middle and high school /GED that live within the City of Rochester or County of Monroe. County residents residing outside the City of Rochester must meet 200% of Poverty Income Guidelines. Youth, regardless of residency and/or household income will competitively compete for employment opportunities offered through the Summer of Opportunity and Summer Youth Employment Program. **No youth is guaranteed a job.**

Please note: This program is not for College students.

Types of Jobs:

Students will work in R–Centers, Community–Based Organizations, Colleges and in Private and Public Companies in the community.

Applications Process:

Youth 14–15	Youth 16+
<ul style="list-style-type: none">• Complete application on line• Submit Required Documentation• Parent must attend a mandatory 1 hour parent orientation• The Job Selection form will be available at the Provider Fair on 04/27• Job Readiness Training will be provided as a part of employment	<ul style="list-style-type: none">• Complete application on line• Attend a Pre–Screen/Mock Interview (Attend a Job Readiness Training if recommended by Pre–Screen interviewer)• Submit Required Documentation• Parent orientation optional• Youth will be contacted by mail or phone regarding job opportunities

When & Where to Apply:

Beginning **February 9th**, students may go online (www.rochesterworks.org or www.cityofrochester.gov) to complete an application. The deadline to **apply** is **March 13, 2015**. Students will submit Page 2 of the application along with required supporting documentation to Rochester Works!, Inc. to the address listed below

Rochester Works!, Inc.
255 N. Goodman Street
Rochester, NY 14607
(585) 428-6366

Applications will only be accepted online. Do not fax or mail in documents. Last day to turn in required documentation is March 28, 2015.

Please note:

- Summer job positions through this program are limited and not every applicant that applies or is eligible will be hired. Youth increase their chances of finding summer employment by actively seeking opportunities within their community and surrounding areas.
- Youth selected will be contacted directly by RochesterWorks, City of Rochester or a program operator for a personal interview – Interviews will not be conducted at time of application submission.
- If you are not contacted by July 4th you have not been selected but your application will be kept on file for consideration should additional opportunities arise during the remaining summer months.

Youth – Frequently Asked Questions

Can I apply even though I don't have an up-to-date Work Permit?

- Yes. The first step is to complete the online application. A current Work Permit will be required prior to job placement. No exceptions! You must have an up-to-date physical in order to get a work permit. Apply early!

Can I apply even if I am going to summer school/GED?

- Yes, but available working hours/opportunities may be limited.

Should I apply even if I don't have 90% attendance?

- Yes. However, employers know that a student's school attendance is an indication of your attendance on the job. Make every effort to attend school every day!

Do I have to go through Job Readiness Training if I went through one last year?

- If you are 14-15 years of age, you will receive job readiness training if hired through the program. If you are 16 and older, you may be recommended to job readiness training based on the results of your Prescreen/Mock Interview.

Can I sign-up to work for the same job I did last year?

- There is no guarantee that the job you worked last year will be available. Youth and parents should not call employers prior to being hired. This may jeopardize the program. The process is competitive and no jobs are guaranteed.

Can I apply if I am not in middle or high school/GED (i.e. I am a college student)?

- No. College students should contact RochesterWorks! for employment assistance at 258-3500

Parent – Frequently Asked Questions

My child was the first to turn in an application and still did not obtain a job, why?

- Youth are not placed based on a first come first served basis. Those who completed the entire application process are eligible to competitively interview for appropriate assignments. For the summer of 2014, approximately 3000 applications were accepted with over 900 youth hired.

Can my child apply if we do not live in the City of Rochester?

- Yes. The summer youth employment program is for youth living within the County of Monroe including the City of Rochester. County residents residing outside the City of Rochester must meet 200% of Poverty Income Guidelines.

Is there an income guideline/requirement?

- Summer positions are funded through a variety of sources. Dependent on the requirements attached to these sources we may require income and/or residency verification (i.e. address, public assistance, free/reduced lunch, foster care, and family income at or below 200% poverty guidelines). It is extremely important that all necessary income information is noted on the parent signature page in order to match youth with the appropriate opportunity. Incomplete applications will be considered as over income guidelines.

Why do I have to provide my financial information?

- A portion of the program is publically funded and requires supporting documentation. In most cases in order for a youth to participate, confirmation that household income meets the eligibility guidelines is required. Under these guidelines, everyone working in the home must be noted on the income section of the parent sign-off. This year, it is not necessary to bring in proof of income with required documentation. If there are questions, you may be required to submit proof of income at a later date.

Do I have to attend a parent orientation if I attended one last year?

- If your child is 14-15 years of age it is mandatory that you attend! If your child is 16 or older it's optional but beneficial, especially if they are working for the first time.

What can I do as a parent to improve the chances of my youth obtaining a job?

- Read all the materials and be sure that your child follows through on whatever is requested and/or required. Youth that have parental support generally improve their chances of gaining employment.

Is it true that youth who do not dress appropriately at program related functions are being asked to reschedule?

- Yes. Youth are expected to wear professional attire. In the world of work first impressions can be very important to secure a job. It is our goal to hold youth applicants to these same standards. Call us if you'd like recommendations on where to find appropriate and /or inexpensive professional attire.

Where will my youth be working?

- The employment location will be dependent upon the student's age and eligibility among other factors. All students will be interviewing (competing) for slots as available. **No youth is guaranteed a job.**

Hurry to apply. There are limited opportunities and the deadline to apply is March 13, 2014!

